



KAY IVEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**TAYLOR HARDIN SECURE MEDICAL FACILITY**  
1301 JACK WARNER PARKWAY NORTHEAST  
TUSCALOOSA, ALABAMA 35404-1060  
205-462-4500  
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KIMBERLY G. BOSWELL  
COMMISSIONER

KIMBERLY MCALPINE,  
FACILITY DIRECTOR

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Accounting Assistant I **OPEN DATE:** 06/17/2022  
**CLOSE DATE:** Until Filled

**JOB LOCATION:** Taylor Hardin Secure Medical Facility **NUMBER:** 22-22  
Tuscaloosa, Alabama **JOB CODE:** K1000

### SALARY

- Range 57 (\$26,354.40 – \$39,100.80 Annually)
- Salary will be commensurate with experience and State of Alabama Personnel guidelines.

### BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Continuous opportunities for acquiring CE's needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
  - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

### MINIMUM QUALIFICATIONS

- Graduation from a standard high school.

### KIND OF WORK

- Provide administrative and financial support to the Business Services office.
- Maintain procurement and ordering.
- Process all purchase requests using STARS system.
- Obtain quotes for contract and non-contract purchases, following the contract bid law for the State of Alabama.
- Ensure inventory received matches purchase order with packing slip.
- Properly log inventory on the spreadsheet and properly tag inventory.
- Keep track of warranties and recalls, ensuring items purchased are covered to meet quality standards.

- Audit property and inventory to make sure items are inventoried and accounted for.
- Provide reports and information regarding the status of financial accounts.
- Filing maintaining financial records, invoices, packaging slips and other documentation.
- Maintain a positive relationship with vendors.
- Process and maintain a log of incoming and outgoing mail for the facility.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of computer programs, various software, and general office equipment.
- Knowledge of basic accounting principles.
- Ability to communicate effectively both verbally and in writing.
- Ability to be courteous and professional with patients, employees, and the general public.
- Ability to maintain strict confidentiality.
- Ability to prepare, create, and disseminate data.
- Ability to multi-task functions.
- Ability to work under pressure and meet strict deadlines.

### **METHOD OF SELECTION**

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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**Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.